

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on February 19, 2009 at 6:00 p.m. in the Board Room at the Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: TERRY WATERMOLEN, DENISE BELLMORE, JOHN HICKEY, PAUL KEGEL, KIM LA PLANTE, KATHY PLETCHER, PAUL SCHIERL, TONY THEISEN

ABSENT: CARLA BUBOLTZ

ALSO PRESENT: LYNN STAINBROOK, LORI DENAULT, SUE LAGERMAN, BOB ROCQUE (staff)

President Terry Watermolen called the meeting to order at 6:00 p.m.

APPROVAL/MODIFY AGENDA

There were no modifications to the agenda. Motion by Theisen, seconded by Hickey, to approve the agenda. Motion carried.

MINUTES, BILLS AND COMMUNICATIONS

There being no changes or modifications, the January 15, 2009 meeting minutes stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

There were no communications.

OPEN FORUM FOR THE PUBLIC

There were no members of the public present.

FINANCIAL SECRETARY'S ANNUAL REPORT

Paul Schierl reported on and reviewed the following Special Library Funds and their financial status as of December 31, 2008: Fredricka Crane Trust account balance \$47,769; Lester Wood Trust account balance \$18,773; and Associated Bank account which held the proceeds from the sale of the assets had been transferred to the B.C.L. Foundation. The funds held at the Greater Green Bay Community Foundation have been designated to technology improvements for the Brown County Library.

FACILITIES REPORT

Terry and Lynn reported that the Facility Assessment / Comprehensive Corrective Maintenance Plan RFP Request for Proposal was approved at the County Board level. It also included an Energy Audit. Bob Rocque distributed an update of carryover projects. Completed projects included the installation of handicap door closers at the Ashwaubenon, Weyers-Hilliard and Southwest branches; roof and HVAC repair at the Kress Family Branch; gas valve replacement on Central Library boilers; and installation of water spigot at Weyers-Hilliard.

APPROVAL OF WI PUBLIC LIBRARY ANNUAL REPORT

Lori Denault distributed copies of the Annual Report that was current as of February 19, 2009. She updated the Board on adjustments that still needed to be made. Discussion took place, in reference to page nine of the Annual report, about the effectiveness of leadership and adequacy of meeting the needs of the library by NFLS. Areas that would be covered in the explanation would be increased communication and decision-making protocol. The progress that has been made would be defined as well as the areas that would make NFLS more effective. Motion by Bellmore, seconded by Kegel, to approve the Annual Report and authorize Lori to make the necessary changes and updates that are not out of the ordinary and also with the understanding that a paragraph would be added on page nine explaining the library board's response to checking "Did not provide effective leadership and adequately meet the needs of the library" box. Motion carried. Terry will contact the NFLS Board Director, Kay Krall, to notify her of the board's action.

ACCOUNTANT'S REPORT

Financial reports, including Gifts, Grants and Donations were not available because the County has not completed all of the 2008 entries.

CARRYOVER FUNDS

Lori Denault provided the project list as follows. The Library Board sent the Notice of Carryover to the county in February.

PROJECTS APPROVED	PROJECT	ACCT. NO	Project Cost	STATUS
County Levy				
Books, Periodicals & Subscriptions	Operations	10-5031-50-0330	36,900	Books, periodicals & subscriptions -complete
Update staff lounge - furnishings	Operations	10-5021-50-0302	5,000	Orders placed - still waiting for arrival of furnishings
Software support for cash drawers	Operations	10-5021-50-0307	5,743	Already paid - Envisionware
Wireless adapters	Operations	10-5021-50-0302	3,399	Order cancelled by vendor, order being placed with another vendor
Library Automation System	Operations	10-5021-50-0339	13,000	Carryover from IS chargeback account
Library Automation System	Operations	10-5021-50-0339	72,474	Remaining carryover will be placed in this account
Staff Pass Point entry sys. for handicapped accessible door - Cen	Security	10-5023-50-0309	2,500	Complete 3/4/09
Replace valves to boilers - Central	Facilities	10-5023-50-0309	2,400	Complete
Replace air receiver on air compressor - Central	Facilities	10-5023-50-0309	4,063	Quote
Install electrical outlets - Central	Facilities	10-5023-50-0309	300	Complete 1/19/09
Carpet replacement 3rd floor - Central	Facilities	10-5023-50-0309	3,100	In process
Pick-up truck - system-wide	Operations	10-5023-50-9010	27,000	Estimate
Relocate reference desk to Central	Operations	10-5032-50-0930	1,200	Estimate
Duct work - Kress	Facilities	10-5055-50-0309	775	Complete 1/14/09
Installation of handicapped accessible doors - Ashwaubenon	Facilities	10-5053-50-0309	5,204	Complete 1/12/09
Paint soffit and blue exterior - Ashwaubenon	Facilities	10-5053-50-0309	5,000	Planned for spring
Replace vanity in women's restroom - Ashwaubenon	Facilities	10-5053-50-0309	2,000	In process
Roof repair - Kress	Facilities	10-5055-50-0309	1,412	Complete 2/17/09
Installation of handicapped accessible door - Weyers-Hilliard	Facilities	10-5057-50-0309	2,850	Complete 1/12/09
Improve lighting - Weyers-Hilliard	Facilities	10-5057-50-0309	600	Order placed
Relocate gas valve - Weyers-Hilliard	Facilities	10-5057-50-0309	2,500	Work in progress
Add water spigots - Weyers-Hilliard	Facilities	10-5057-50-0309	1,200	Complete 2/17/09
Paint exterior doors - Weyers-Hilliard	Facilities	10-5057-50-0309	820	Purchase release issued - waiting for warmer weather
Install pigeon netting - Weyers-Hilliard	Facilities	10-5057-50-0309	300	Estimate - obtaining quotes
Purchase humidification unit - Weyers-Hilliard	Facilities	10-5057-50-0309	5,000	Estimate - obtaining quotes
Relocate children's desk from Weyers-Hilliard	Operations	10-5057-50-0930	810	Quote
HVAC Software - Weyers-Hilliard	Facilities	10-5057-50-9010	33,000	Estimate
Installation of handicapped accessible doors - Southwest	Facilities	10-5059-50-0309	4,265	Complete 1/12/09
Replace exterior eaves - Southwest	Facilities	10-5059-50-0309	4,000	Planned for spring
Total County Levy Carryover			246,815	Attainment 97% of Budget
Donations				
Print Management and E-Commerce Software	Operations	10-5025-50-0339	16,663	Comprise Technologies - PO# 2008-00719

Print Management Account Payment Machines - WH & Kress	Operations	10-5025-50-9010	13,650	Comprise Technologies - PO# 2008-00719
Supplies & Expense	Operations	10-5025-50-0302	15,038	Remaining carryover will be placed in this account
Total Donation Carryover			45,351	
Total County Levy and Donation Carryover			292,166	
Coin-Op Special Revenue Fund				
Print Management and E- Commerce Software	Operations	20-5082-50-0339	8,960	Comprise Technologies - PO# 2008-00719
Print Management Account Payment Machine - Central	Operations	20-5082-50-9010	5,950	Comprise Technologies - PO# 2008-00719
Total Special Revenue Fund Carryover			14,910	

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly Update

Denise Bellmore reported that the NFLS board signed the RLA; and issues exist regarding Shawano County's cross-borrowing between counties and wondering about payment for those services. The library collection development grant was handed out and the Brown County Library will receive \$47,206. Disbursement is based on population. Mark distributed a list of projects that will be completed in 2009. One of the items included working with OWLSnet and BCL to make the migration happen. Lynn commented that Library Directors had not seen the projects list prior and were not asked for input. John Hickey, Denise and other representatives will meet with the auditors by conference call. This is the first time this has ever happened.

b. Resource Library Agreement

The committee was uncomfortable with parts of the contract so language and format changes were made. Lynn reviewed the revised contract with the Board who feels it is also important that the library receives parity or equal compensation as the other members do. Additionally, a portion of the Board would like to see a separate contract for both the Resource Library Agreement and the OWLSnet membership instead of both being contained in the RLA while others felt the RLA was satisfactory as presented. It was agreed that tabling it for a month may be beneficial in that additional time could be spent considering all parts of the contract. **Motion** by Kegel, seconded by La Plante to approve the 2009 Resource Library Agreement as presented. A show of hands resulted in 3 ayes: Bellmore, La Plante, Kegel and 4 nays: Theisen, Hickey, Schierl and Pletcher. **Motion did not carry.**

Motion by Theisen, seconded by Schierl, to table further action on the Resource Library Agreement until the March board meeting. **Motion carried.**

Terry asked that the committee work with Lynn to make a recommendation to the Board in March.

OWLSnet

Lynn has not received a contract yet but is hoping to receive it soon. Site visits will be planned for library staff to witness first-hand the operations of OWLSnet libraries. Library staff has begun reviewing OWLSnet policies to determine changes that may have to be made. Paul Schierl stated that this contract needs to be very well defined and explicit in all aspects. Comparison of services and the amount of flexibility the library will have are important considerations.

VENDING MACHINES

The library recently had its staff-only vending machine replaced without notice. Until now, the library received the proceeds from the vending machines which was used to supplement the staff fund. Money in this fund was used to remember staff in the event of a funeral, birth of a first baby, and retirement. The county will now be keeping the revenue from the new machines. The Board agreed that the county doesn't have the authority to remove and replace a vending machine from the library's staff lounge and Lynn should work on correcting this so that the vending machine proceeds are returned to the library. This will be especially important in the future if the Library should have a vending café open to the public.

PRESIDENT'S REPORT

Terry mentioned how valuable Mary Ryan has been - especially while the library was without a director and through the selection and hiring process. It has been a great first year with Lynn and she has left no stone unturned - advocating with the right people.

DIRECTOR'S REPORT

Lynn had her first anniversary on February 18. Lynn reviewed her report of activities and outlined the accomplishments achieved in relation to the directives in the strategic plan. Senator Hansen and Representative Van Roy wrote letters supporting the idea that the Central Library be a recipient of the economic stimulus money. Lynn was working on information for Congressman Kagen's 2010 Appropriations request. Representative Jim Soletski will be visiting the Central Library on Friday, February 20.

CLOSED SESSION

Motion by Pletcher, seconded by Bellmore, to move into closed session pursuant to Section 19.85 (1)(c) WI Statutes, for the purpose of employment, promotion, or compensation information over which the government body has jurisdiction or exercises responsibility. **Roll call: Aye:** Theisen, Kegel, Pletcher, LaPlante, Bellmore, Hickey, Schierl, and Watermolen. **Nay: None. Motion carried unanimously.**

Tony Theisen was excused from the meeting at 8:15 p.m.

Motion by Bellmore, seconded by Pletcher, to return to Open Session. **Roll Call: Aye:** Theisen, Kegel, Pletcher, LaPlante, Bellmore, Hickey, Schierl, and Watermolen. **Nay: None. Motion carried unanimously.**

No action was taken.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

None.

ADJOURNMENT

Motion by Kegel, seconded by Pletcher, to adjourn the meeting. **Motion carried.** The meeting adjourned at 8:30 p.m.

NEXT REGULAR MEETING

March 19, 2009
Central Library Board Room
6:00 p.m.

Respectfully submitted,
John Hickey, Secretary
Sue Lagerman, Recording Secretary